

**14.1.2. AIR OPERATOR CERTIFICATE APPROVAL CHECK LIST**  
**Formal Application Phase**

Proposed Revision / Amendment Form (*PRA*) for each and individual Manual

N <sup>o</sup>	CHECKING ITEM's	
1.	Operations Manual - PART A	<input type="checkbox"/>
2.	Operation Manual - PART B, for each type of aircraft (according to cover page OM-B document evaluating)	<input type="checkbox"/>
3.	Operation Manual - PART C	<input type="checkbox"/>
4.	Operation Manual - PART D	<input type="checkbox"/>
5.	Safety Management System Manual - SMS Manual	<input type="checkbox"/>
6.	CCSPM - Cabin Crew Safety Procedure Manual ( <i>incl. Safety on Board Card</i> )	<input type="checkbox"/>
7.	MEL / CDL - Minimum Equipment List & Configuration Deviation List	<input type="checkbox"/>
8.	Application for RVSM, <i>if applicable</i>	<input type="checkbox"/>
9.	Application for RNAV including RNP AR APPR, <i>if applicable</i>	<input type="checkbox"/>
10.	Application for AWO, include LVTO, <i>if applicable</i>	<input type="checkbox"/>
11.	Application for MNPS, <i>if applicable</i>	<input type="checkbox"/>
12.	Application for ETOPS, <i>if applicable</i>	<input type="checkbox"/>
13.	Application for Steep Approaches, <i>if applicable</i>	<input type="checkbox"/>
14.	Application for Dangerous Goods, <i>if applicable</i>	<input type="checkbox"/>
15.	Aircraft List : - Type of Aircraft ; - Registration ; - Serial Number ; - Passenger Seating Capacity ; - Home Base ;	<input type="checkbox"/>
16.	Aircraft Equipment Requirements According to ARM - AIR OPS Annex IV Part - CAT, Subpart - D Instruments, Data, Equipment, Section 1. Aeroplanes	<input type="checkbox"/>
17.		<input type="checkbox"/>
18.		<input type="checkbox"/>
19.		<input type="checkbox"/>
20.		<input type="checkbox"/>
21.		<input type="checkbox"/>

*Note : An operator without previous Category II or III operational experience may be approved for Category II or III A operations, having gained a minimum experience of 6 (six) months of Category I operations on the aeroplane type.  
 ( ARM - AIR OPS Annex V Part - SPA, AMC 4. LVO. 105 )*

***FOD Inspector Guidance Material for use in Formal Application Phase***

The application process cannot commence unless the General Director of the GDCA gives his approval to proceed.

Upon receipt of the Formal Application, the applicant should be informed that the GDCA will need a period of time to review the submission. The formal application shall be submitted to GDCA as far in advance of the proposed start - up date as possible.

The GDCA will review the application to determine that it contains the required information, documents and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

The Operator's Accountable Manager, Safety Manager, Post Holders and Deputy Post Holders (*if any*) shall attend the formal application meeting. This meeting should also be used to reinforce open communication and working relationships.

If the formal application meeting is successful, the Operator is provided with a letter acknowledging receipt and acceptance of the package. The GDCA acceptance of a formal application does not constitute approval or acceptance of individual attachments.